



7/18/06

PUBLIC

CARLSBAD CITY LIBRARY

CARLSBAD CITY LIBRARY - DOVE

Library Media Services Division - 40I-2006-02

POSITION: Technical/Paraprofessional Assistant

LOCATION/DIVISION: Dove Library Media Services Division

HOURS: Up to 19 hours per week; shifts vary, including evenings and weekends

SALARY RANGE: \$9-20 per hour

Knowledge of:

- Auditorium, lecture hall, theater and meeting room support operations
- Current audiovisual and presentation technologies use and operations
- Lighting, sound reinforcement, video and audio production techniques
- Database use and maintenance, data input, image scanning, and html development

Ability to:

- Follow written instructions setting-up auditorium and meeting rooms for programs and events
- Provide good customer support with skilled AV technical assistance as required
- Work effectively both individually and with a variety of people as a team member
- Operate computer programs and applications including; Windows, PowerPoint, Word, Access, FrontPage, Adobe PhotoShop, etc. in networked and stand alone environments
- Rapidly learn new technologies and operations. Be capable of self guided research and learning
- Effectively provide technical guidance and assistance to patrons and meeting room customers
- Consistently communicate and coordinate relevant job related information with coworkers, other departments and customers.
- Consistently be a responsible and reliable employee following through with all scheduled events
- Learn and follow Library, Media Division and meeting room policies and procedures posted here → www.carlsbad-media.org

EDUCATION AND EXPERIENCE:

Preferably a degree or substantial course work from an accredited college or university in instructional technology, theater, media production, telecommunications or closely related field AND at least some prior work experience in a related field

To Apply:

Please complete a City of Carlsbad part-time application form available from the Carlsbad Library Information Desk at 1775 Dove Lane, telephone (760) 602-2049 or the City's website at → www.carlsbadca.gov/hr/jobs2.html

Closing date: open until filled

Return Application to: Carlsbad City Library
Attn: Media Services Division
1775 Dove Lane
Carlsbad, CA 92011

Application forms are available at all Carlsbad Library locations.